

# Student Competency Checklist:

## Hand Tools and Fixturing

Student Name:  
Instructor name:  
Date:

### SET-UP

	Identify proper tool to use based on task, materials and fasteners
	Confirm that you have chosen the proper size tool
	Inspect tool: make sure it is working properly with no parts loose, broken or missing
	Determine what fixturing method is most appropriate for the task
	Confirm that the workpiece will not slip during the operation
	Fix part so that you can work without interference from fixturing device

### OPERATION

	Point tool away from the body while working
	Use tools carefully and appropriately, and avoid interference with fixturing device
	Keep eyes and hands on the tool at all times
	Clean up work are and return tools to appropriate places